

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Wednesday, May 5, 2021 at 1:00 p.m. in Room 1H & I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Kuehl, Schmidt and Hilbert

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Ed Somers, Clearview Administrator/Executive Director; Heather Hearley, Director of Dietary Services; Michelle Kenning, Clerk of Courts Office Manager; Becky Bell, Human Services and Health Director; Patti Hilker, Treasurer; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Jeramy Grossman, Communications Sergeant; David Zirbel, Administrative Support Coordinator; Kevin Schultz, Corporal-Jail; Jason Hundt, Deputy Jail Administrator; Justin Reynolds, IT Director; Brian Field, Highway Commissioner; Karen Gibson, County Clerk. Via MS Teams: Andrew Miller, Veteran's Service Officer; William Ehlenbeck, Land Resources and Parks Director; Amy Nehls, Emergency Management Director; Tracy Malterer, UW Extension Lead; John Bohonek, County Conservationist; Scott Mittelstadt, Chief Deputy; Eileen Lifke, Assistant Finance Director; Christine Planasch, Register of Deeds.

Meeting called to order by Marsik at 1:00 p.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Hilbert to approve the minutes of the open session minutes of the regular meeting on April 27, 2021. Second by Schmidt. Motion carried without negative vote.

Somers presented a request for approval to start a new Cook at Clearview at Grade 2 - Merit of \$16.32/hour then, with the implementation of the McGrath Compensation Structure on July 1, 2021 will be on Grade C, Step 3, \$16.50/hour. Hearley provided the job responsibilities and the applicant's credentials.

Motion by Greshay to approve the request to hire a Cook at Grade 2 - Merit of \$16.32/hour, as presented. Second by Hilbert. Motion carried without negative vote.

Hinze presented a request for sick leave donations for a Sheriff's Office employee who has an approved medical leave. Hinze explained that there is supporting medical documentation and that the employee will use all available time off first.

Motion by Schmidt to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

Hinze presented a modification to the Special Assignments Policy to include SWAT Team member pay of \$300.00 annually to coincide with SWAT pay for Sworn in the Sworn Union Labor Agreement. Hilbert requested adding a statement to refer to the Sworn Union Contract for Sworn Union employees.

Motion by Greshay to approve the modifications to the Special Assignment Policy as presented but adding a statement to refer to the Sworn Union Contract for Sworn Union employees. Second by Hilbert. Motion carried without negative vote.

Hinze reviewed the multipliers of the Working Draft Paid Time Off (PTO) Components and asked for Committee feedback on the components of the multipliers. There was discussion regarding the multipliers and Hinze answered questions from Committee members. A tentative consensus from the Committee members was made on the following multiplier components to begin determining fiscal impact: the PTO schedule levels highlighting milestones, the multipliers for each level, maximum PTO balance of 480 hours, and percent payout at each level upon termination of employment or retirement. There were questions regarding the Post Employment Health Plan (PEHP) and if the PTO payouts can be invested in a PEHP without jeopardizing the current PEHP. Hinze stated she will seek clarification on these questions from the plan provider.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Contact Tracer I, II, or III – LTE	Human Services & Health
One (1) Nutrition Program Coordinator – LTE	Human Services & Health
One (1) Contact Tracer Coordinator – LTE	Human Services & Health
One (1) Highway Maintenance Technician	Highway

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried without negative vote.

There were no Leave of Absences to consider.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: Thomas Crowell, Deputy Sheriff, \$31.15, 4/30/2021, Sheriff; Bradley Kulibert, Deputy Sheriff, \$32.46, 4/27/2021, Sheriff. PROMOTION – UNION: Dale Bratz Jr., Deputy Sheriff, \$30.90, 5/7/2021, Sheriff. STEP INCREASE – UNION: None. APPOINTED OFFICIAL/COUNTY BOARD: None. NEW HIRE – FULL TIME: Andrea Anderson, Deputy Clerk of Courts \$19.15, 4/12/2021, Clerk of Courts. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: Darren Schuster, Highway Seasonal, \$12.25, 6/1/2021, Highway; Katelyn Kohn, Highway Seasonal, \$12.25, 5/20/2021, Highway. LIMITED TERM/SEASONAL REHIRE: Joseph Schaefer, Trail Caretaker, \$13.25, 05/03/2021, Land Resources & Parks. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: Ryan Martin, Transport Officer Occasional, \$19.57, 4/29/2021 Sheriff. LATERAL TRANSFER: None. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT EXTENSION: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report

Future Agenda Items: Paid Time Off (PTO), Post Employment Health Plan (PEHP) and PTO options, McGrath Report (appeals, levels and progressions), Clinician Grandfather Request, Clearview COVID Vaccinations.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, May 18, 2021 at 9:00 a.m. and Tuesday,**

June 1, 2021 at 9:00 a.m. and special joint meeting with Finance Committee on Monday, May 10, 2021 at 4:00 p.m. which will be held in rooms 1H & I of the Administration Building

Meeting adjourned by order of the Chairperson at 1:39 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.